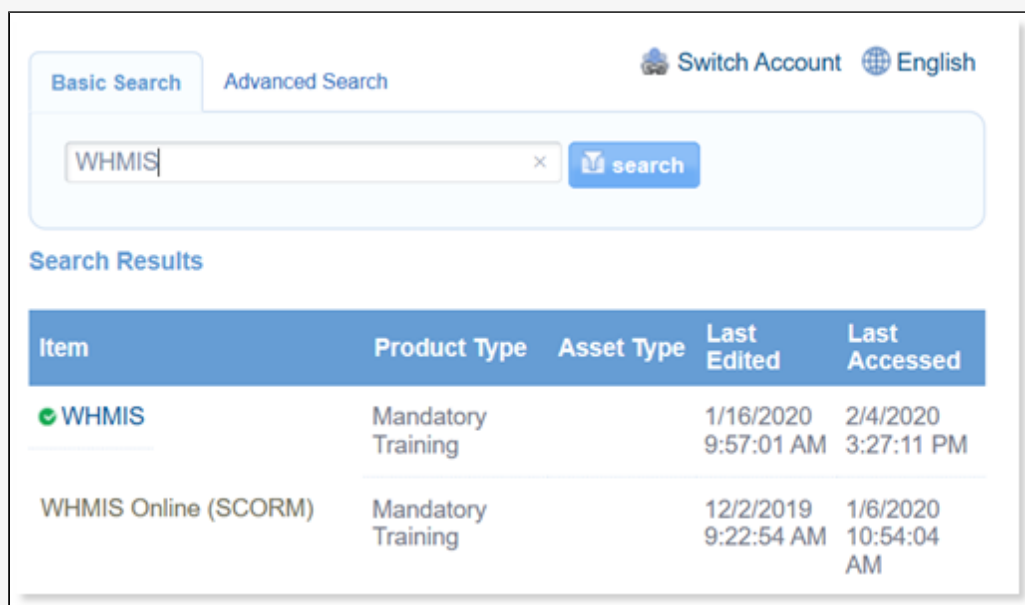# Search

Some systems will have the option to toggle from a Basic to an Advanced Search. Search highlights the term you entered to assist in identifying your results.

1. Select **Search** from the top of the page.

2. Enter a term to find any course or other learning materials you are enroled to.

3. Select a search result. The search results are links that to go directly to the item.

An example of Basic Search**.**

Advanced Search

Advanced Search includes filters to help you narrow down the results.

1. Select one or more filters from the **Add Filters** list.

2. Enter or select criteria for each filter that you selected.

3. Use the x next to an added filter to remove it.

4. Select the **Search** button.

5. Select **Reset** to clear all filters.

An example of advanced search using four of the available filters.

Advanced Search Filter Options

Advanced search filters include:

- Product Name

- Product Introduction

- Product Type (drop-down listing types)

- Asset Name

- Asset Content

- Asset Type

- Date Created Date Range (Not Visible to Participant Account Types)

- Date Edited Date Range

- Last Accessed Date Range (Not Visible to Participant Account Types or Site Manager

  Account Types)